

June Steering Committee Meeting Minutes

Call Participants by Region

1	
2	Maria L. Rivera, Chuck McCarthy
3	George Petitgout, Andrew Gosden
4	Rose Marie Wilmoth, Randy Wolfe
5	Pam Christensen, Mark Shanahan
6	Dick Lehr
7	Janet Neff
8	Nick Melliadis, Doug Ryder
9	Marcia Manley, Kathleen Mead
10	
EPA	Karen Brown, Bob Rose, Deb Elmore
Others	Sherman Titens - Greenlink-CCAR

1) Million Dollar Grant Proposals

Twenty-four proposals were received by Karen Brown's office. There will be a meeting in DC on August 5, 1999 for states selected to receive funding.

2) CCAR-Greenlink National Recognition Program for Automotive Industry

Sherman Titens from CCAR-Greenlink would like to develop and implement a national recognition program for automotive repair shops (and perhaps others) to recognize their commitment to environmental compliance. He is interested in partnering with states SBO/SBAP's and wants inputs on how this program can be effective. Information on this project was sent out previously to the regions on May 10, 1999. Those states that are interested in working with Sherman Titens can call at 913-498-2227. Additional information can be reached through the web page.

3) 2000-2001 Conferences

The 2000 conference will be held at Missoula, Montana during June 19 thru 22, 2000.

A planning committee will be formed in the near future to help coordinate the conference content. Anyone can volunteer to help with the conference planning – it is not limited to just steering committee members. More information will follow.

Region votes for the 2001 conference are due by Tuesday 16, 1999. Site selections include Hawaii, Austin, Oklahoma, Kansas City and Milwaukee.

4) Building an Integrated Environmental Extension System

Ed Weiler out of the EPA Office of Pollution Prevention, presented his ideas on an Integrated Environmental Assistance system. This is just an idea – designed to stimulate discussions between EPA and compliance assistance programs. Deb Elmore provided more details on Ed's presentation during the call.

The problem: An array of newsletters, hotlines, websites, etc., and a hodge-podge of narrowly-focused federal, state, and local technical assistance programs which also often have to worry about self-preservation.

Key premise: The scope and complexity of the environmental assistance mission exceeds the capabilities and resources of any one of the existing publicly funded providers.

One possible solution: A customer-driven ***environmental extension system*** that would be integrated both ***vertically*** and ***horizontally***. The vertical component would link the three core functions in the environmental information/assistance chain (product development, technical assistance and customer service). The system would then horizontally link in at the customer service level, in order to reach small businesses through established, trusted business planning and manufacturing assistance providers.

There will be a meeting for EPA employees on this subject on June 16th. Individuals in EPA recognized that the agency needs to “get its act together” on this subject before pulling together all the different assistance programs interested in this topic. We will follow up on this subject after the EPA meeting.

5) Air Toxic Workshop

The workshop will be held August 10-12, 1999 in North Carolina. An information package was sent out to all the SBAP's. It's a great opportunity for SBAP's to interact with the compliance staff and people actually writing the laws. A newcomer's session will be held August 9, 1999, for anyone working in the air toxic field for 24 months or less.

6) Vice-Chair Nominees & Voting Procedures

Pam Christenson will be staying for one more year as the steering committee chairperson. The committee will have a vice chair that will take over as chair next year

at the annual conference. Rudy Cartier and Dick Lehr expressed an interest in the vice chair position, but due to other factors' Dick withdrew from the position. Since no other nominees have come forward, a vote will not be necessary. We are happy to announce Rudy as our vice-chairperson.

7) Steering Committee Guidelines - Subcommittee

The committee talked about establishing some "guidelines" for the steering committee to operate under. While the group wants to remain flexible and informal, situations have arisen in which it would be helpful to have some standard operating procedures. Several steering committee members offered to serve on a subcommittee to develop these guidelines. Former steering committee members will also be invited to participate in this committee. Volunteers for this committee include Dick Lehr (LA), Kathleen Mead (CA), Marcia Manley, Tamra Shae Oatman (TX) and Mark Shanahan (OH). Marcia will follow up and coordinate the first meeting of this group.

8) Steering Committee on the Web

The steering committee members were asked if it was all right for their names to be included in the website, along with activities they do and they all agreed since they already were in the mailing list. A "blurb" on the committee along with a live link to the committee members will be set up on the SBAP web page. Call agendas and minutes will be available via this web page.

9) Certificate of Participation

Maria from Region 2 asked if there was the possibility of preparing a certificate of participation for the SBO/SBAP conferences held every year, considering that many of the topics have to do with workshops and updates on rules and regulations. Karen Brown will look into the possibility of continuing education credits for the conference. Otherwise, a certificate of attendance/completion could be designed for attendees. (It was mentioned that this might help some states with their out-of-state travel requests for this conference.) The idea of changing the name of the conference to a workshop was brought up.

**Next Steering Committee Call: July 19, 1999 - 1:00 p.m. Central Time
Region 1 - Minutes**